

Small Purchase of Service Method of Procurement

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| Brief Description | Services less than \$25,000. |
| Bases for Use | Purchase is under \$25,000, and in accordance with requirements and rules for small purchases. Generally, this means obtaining 3 quotes. Parceling is not permitted. |
| Procedures | To the extent as it is practical and based on the purchasing agency's specifications, adequate and reasonable competition of no less than three quotations shall be solicited. The award shall be made to the provider with the most advantageous quotation. |
| Solicitation Required | Generally, purchasing agency is required to obtain 3 quotations. |
| Term limit of contract | None specified by statute. |
| Monetary Cap | Less than \$25,000 |
| Protests | None specified by statute. |
| Other Comments | Dividing the purchase of same, like or related services into service purchases of smaller quantities, to evade the statutory competition purchase of service requirements is not allowed. |
| Reference | Hawaii Revised Statutes §103F-405 and Administrative Rules |